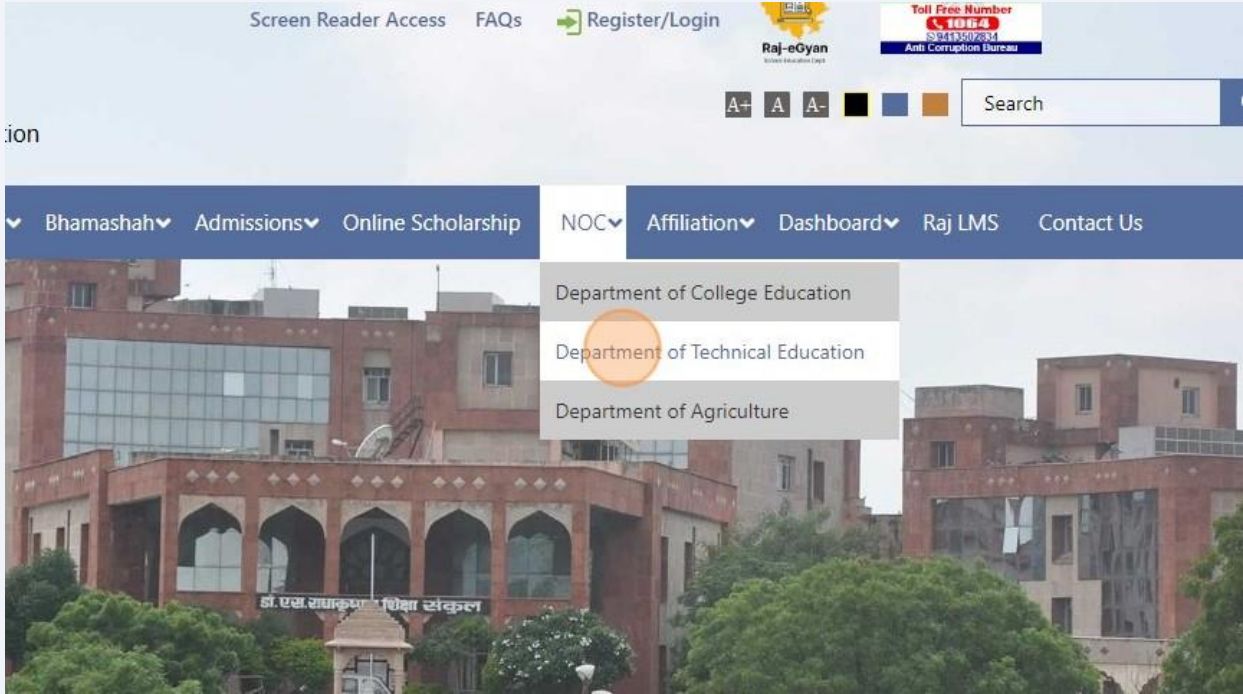


# User Manual for New Institutes

## Directorate of Technical Education, Rajasthan

1 Navigate to <https://hte.rajasthan.gov.in/>

2 Click "Department of Technical Education"



### 3 Click "Log in For Colleges"

Academic Session: 2023-24

DIRECTORATE OF TECHNICAL  
Application for grant NOC of State  
(As desired by AICTE)

NOC Portal will open fr

Log in For Colleges

User Manual For New College

User Manual For Existing College

Important Dates for Application

Start Date & Time:

End Date & Time:

Rajasthan State Technical Data Capture Format (RSTDCF)

Order Excel sheet Google form link

Google Sheet link for Data Capture Format will be activated soon.

### 4 Login with SSOID

Rajasthan Single Sign On v30.9  
One Digital Identity for all Applications

English | हिन्दी

e-Bazaar  
पारंपरिक वस्त्र, हस्तशिल्प, गृह सजावट  
घर तक राजस्थान की खुशबू  
आज ही विजिट करे  
ebazaar.rajasthan.gov.in  
BUY NOW

Login Registration

Digital Identity (SSOID/ Username)  
Digital Identity (SSOID/ Username) is required

Password

8 7 6 7 7 7 Enter Captcha

Login

OR

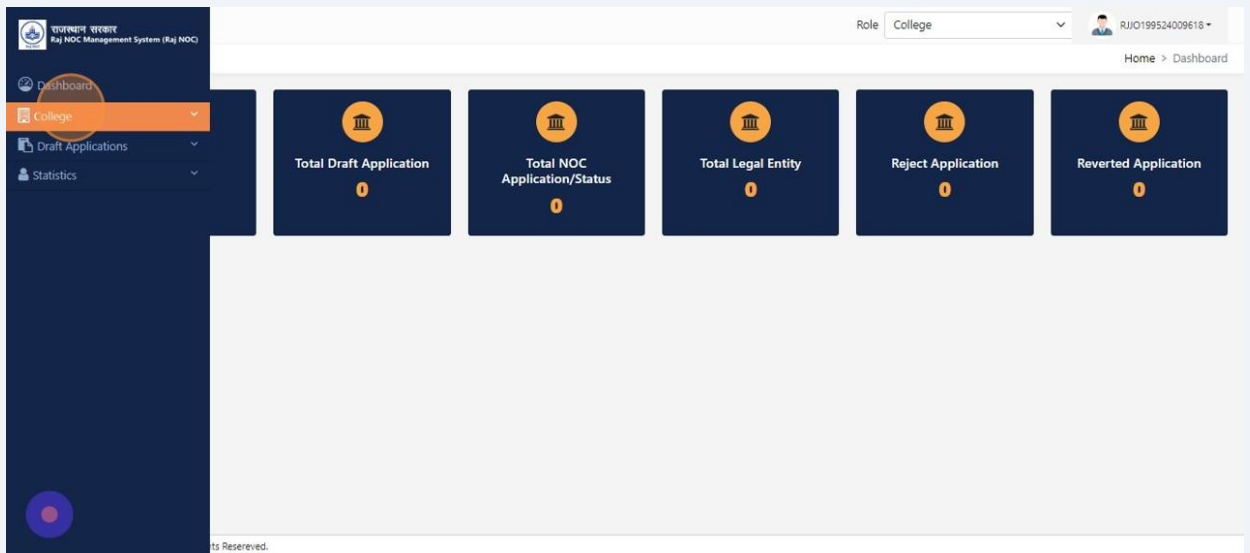
not mandatory to create SSOID based on SIFF EMPID. \* As per UIDAI Policy, UID number is no longer stored in RajSSO system. Instead REFERENCE NO. provided by State's AADHAAR VAULT is stored and is also shown in user's profile. \* As per Policy (w.e.f. 01

Site designed, developed & hosted by Department of Information Technology & Communication, Government Of Rajasthan  
Helpdesk Details | Website Policies | Password Policy | FAQ | Sitemap  
#Visitors: 1,16,46,54,911 #Pramaan: 26,911

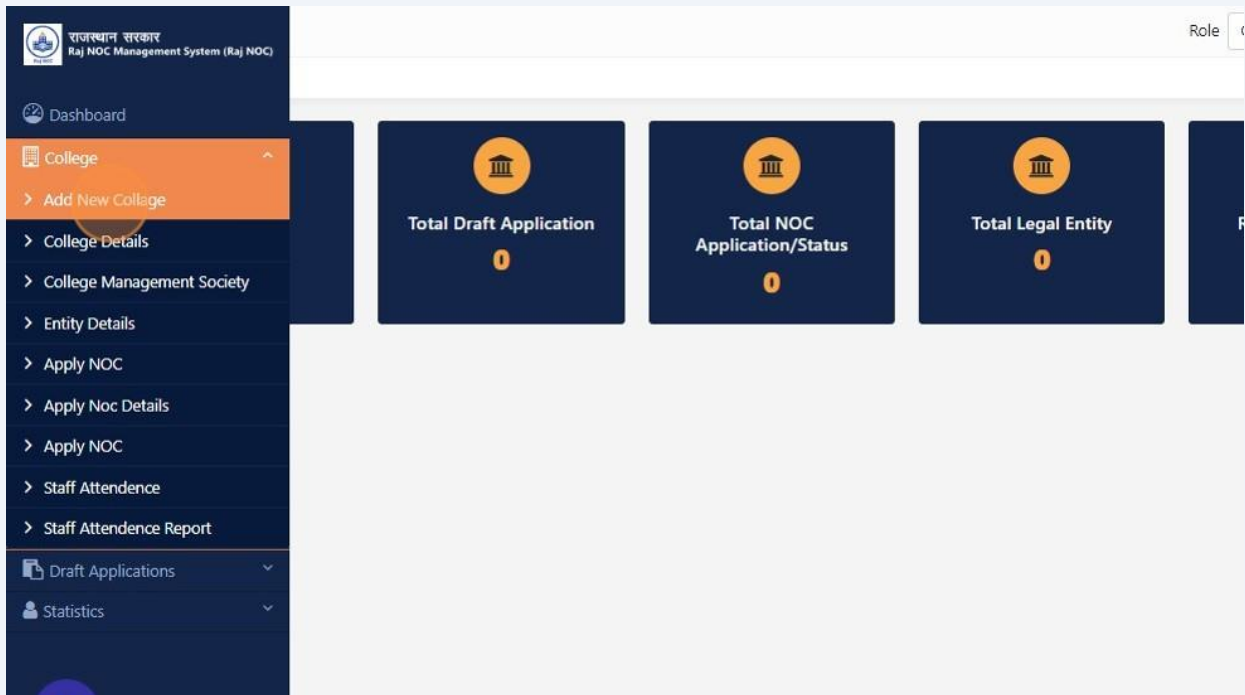
5 Click RAJNOC icon



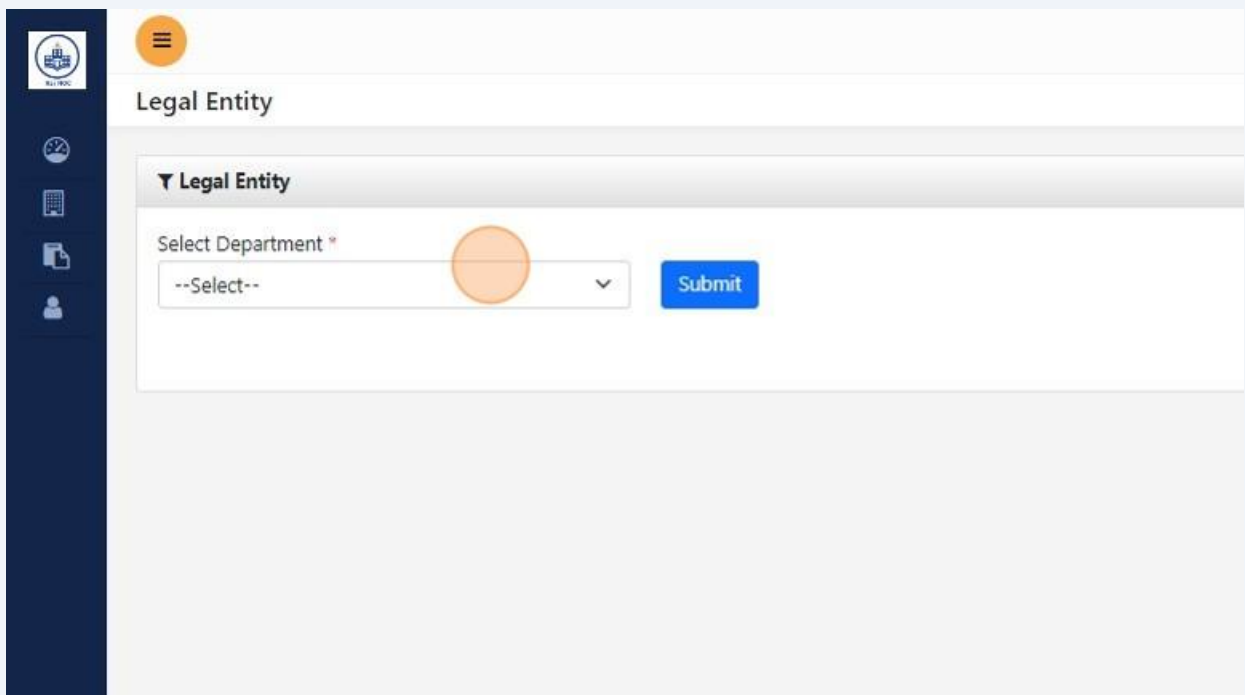
6 Click "College"



7 Click "Add New Collage"



8 Click this dropdown.



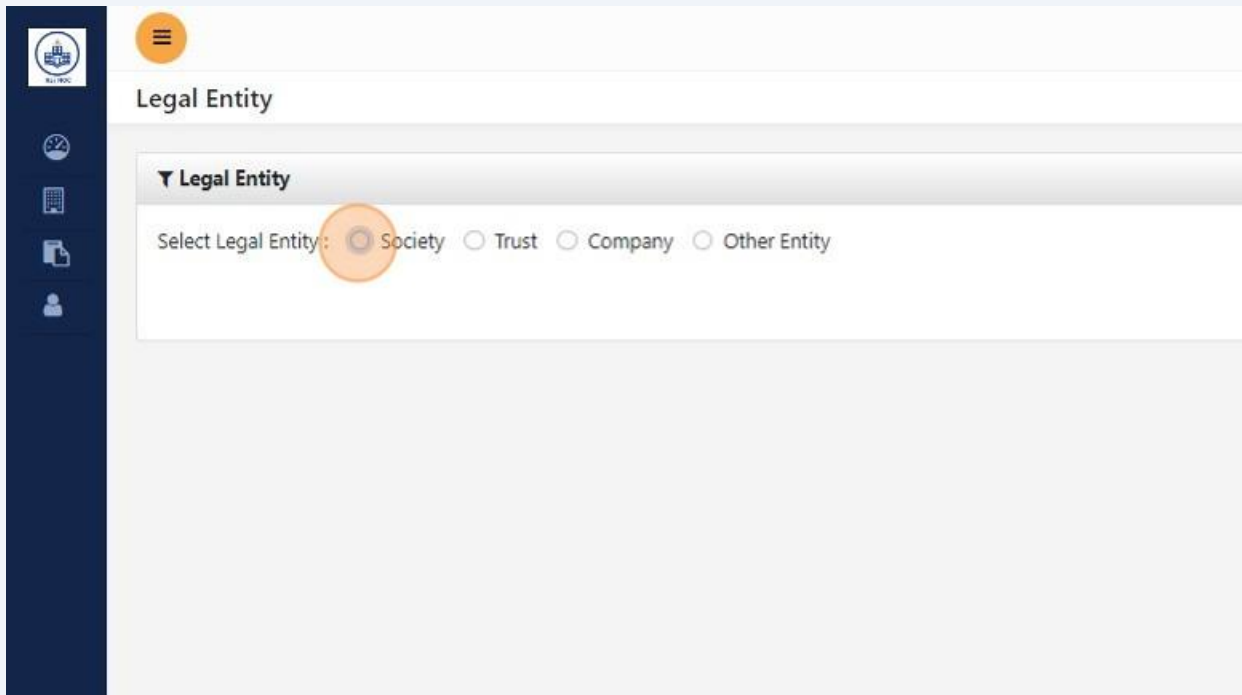
9

Click this dropdown.

10

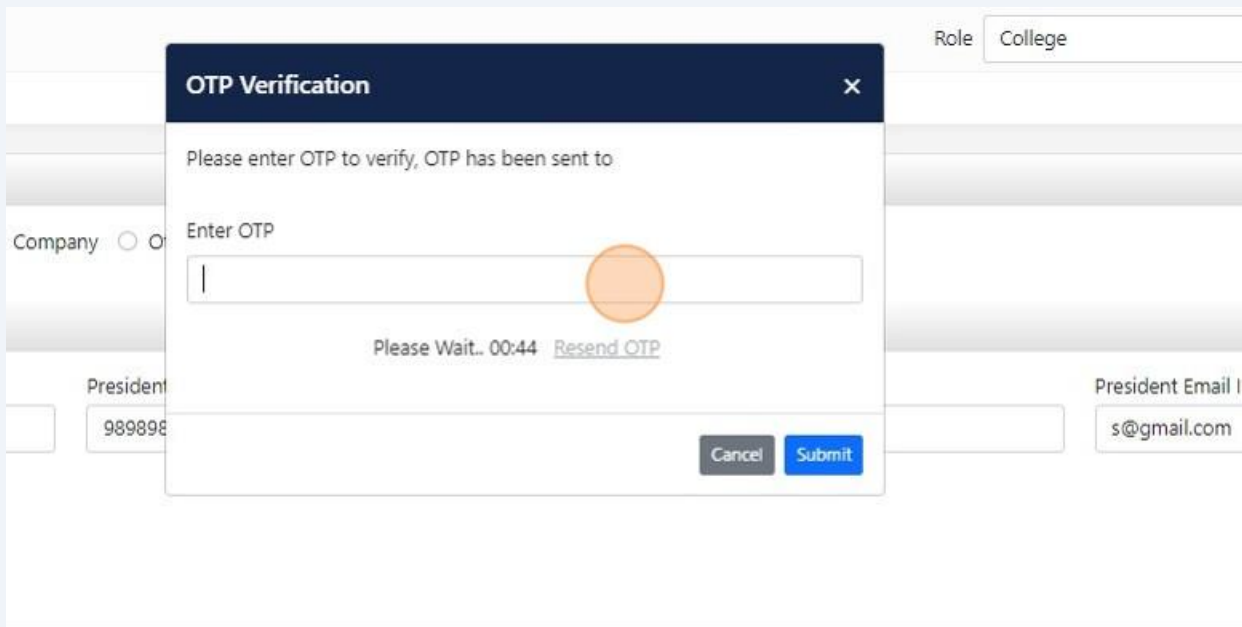
Click "Submit"

11 Click the "Society/Trust/Company/Other Entity" field and fill detail



The screenshot shows a web interface for a 'Legal Entity' form. On the left is a dark blue sidebar with icons for home, calendar, document, and user. The main content area has a header 'Legal Entity' and a sub-section 'Legal Entity'. Below this, there is a label 'Select Legal Entity:' followed by four radio buttons: 'Society', 'Trust', 'Company', and 'Other Entity'. The 'Society' radio button is highlighted with an orange circle.

12 Click the "Enter OTP" field.



The screenshot shows an 'OTP Verification' modal dialog box overlaid on a form. The dialog has a dark blue header with the title 'OTP Verification' and a close button. The main text says 'Please enter OTP to verify, OTP has been sent to'. Below this is a label 'Enter OTP' and a text input field. The input field is highlighted with an orange circle. At the bottom of the dialog, there is a timer 'Please Wait.. 00:44' and a link 'Resend OTP'. There are also 'Cancel' and 'Submit' buttons. In the background, parts of the form are visible, including a 'Role' dropdown set to 'College', a 'Company' radio button, and a 'President' field with the value '989898'. A 'President Email' field contains 's@gmail.com'.

### 13 Click "Save & Proceed To Add College Details"

Legal Entity

Trustee Member Proof\*  
Choose file No File Chosen  
(Download Annexure-5)

Pan Proof\*  
Choose file No File Chosen

Registration Document\*  
Choose file No File Chosen

**Add Member Details**

Member Name \*  
Father's Name \*  
Date of Birth \*  
dd-mm-yyyy

Mobile No. \*  
9898989898  
Post \*  
Chairman

Aadhaar Number Of President \*  
989898956565

Member Photo \*  
Choose file No File Chosen

Member Sign \*  
Choose file No File Chosen

Aadhaar Proof of President \*  
Choose file No File Chosen

+ Add Reset

Cancel Save & Proceed To Add College Details

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### 14 Click "Add New Collage" and fill required details

राजस्थान सरकार  
Raj NOC Management System (Raj NOC)

Dashboard

College

> Add New Collage

> College Details

> College Management Society

> Entity Details

> Apply NOC

> Apply Noc Details

> Apply NOC

> Staff Attendance

> Staff Attendance Report

College Status \*  
New

College Level \*  
--Select--

IS Your College NAAC Accredited : \*  
 Yes  No

District \*  
--Select--

College L...  
Choose

College C...  
--Select

College M...  
--Select

Subdivisic...  
--Select

15

Fill required details. (For multiple college level select Others in University dropdown and enter University/Board name separated with comma) then Click "Save & Proceed To Management Society"

The screenshot shows the 'Add College' form. At the top right, the role is set to 'College' and the user is 'ENGROHITIANS'. The form is divided into several sections: 'Add College' with fields for Distance from City(km), Website Link, College Mobile Number, College Landline Number with std code, and Email; 'Contact Details' with fields for Name Of Person, Designation (dropdown), Mobile Number, and Email Address; and 'Additional Contact Details' with fields for Designation (dropdown), Mobile Number, and Landline Number. A blue '+ Add' button is located at the bottom right of the Contact Details section. A green 'Save & Proceed To Management Society' button is highlighted with a red circle at the bottom right of the form. Copyrights © 2023-24 All Rights Reserved.

16

Click Save and then Click "Proceed To Draft"

The screenshot shows the 'Management Society' form. At the top right, the role is set to 'College' and the user is 'ENGROHITIANS'. The form is titled 'Management Society' and is part of the 'College Management Committee Details' section. It includes a 'Committee Member Detail' section with the following fields: College (dropdown), Name of Person, Profile Photo (file upload), Designation (dropdown), Occupation (dropdown), Does Management Committee Should have at least two educationists (radio buttons for Yes/No), Mobile No, Email, Gender (dropdown), Father Name, Aadhaar Number, Aadhaar Card (file upload), Signature Document (file upload), PAN Number, PAN Card (file upload), Is Primary (checkbox), and Is Authorized (checkbox). At the bottom right, there are three buttons: 'Save' (blue), 'Reset' (red), and 'Proceed To Draft' (blue), with the 'Proceed To Draft' button highlighted by a red circle. Copyrights © 2023-24 All Rights Reserved.





17 Click "My Draft Applications"

The screenshot shows the Raj NOC Management System interface. The header includes the logo and text: राजस्थान सरकार (Raj NOC Management System (Raj NOC)). The left sidebar contains navigation options: Dashboard, College, Draft Applications, My Draft Applications (highlighted), and Statistics. The main content area features a search bar, a 'Proceed To NOC' button, and a table with the following data:

Society Name	College Application No.	College Name	Department Name
123458    college	2023-2024/4537	Technical College	Department Of Technical Educatio

18 Click here.

The screenshot shows the 'Application List' page. The header includes the logo and text: राजस्थान सरकार (Raj NOC Management System (Raj NOC)). The left sidebar contains navigation options: Dashboard, College, Draft Applications, My Draft Applications, and Statistics. The main content area features a search bar, a 'Proceed To NOC' button, and a table with the following data:

Action	Sr. No.	Society Name	College Application No.	College Name	Department Name
 	1	123458    college	2023-2024/4537	Technical College	Department Of Technical Educatio

## 19 Fill course detail then save and Click "Next >>"

The screenshot shows the 'Application Details (Technical College)' form. At the top right, the role is set to 'College' and the user is 'ADITI1210'. A 'Save Draft' button is visible. The form contains several fields: 'Programme Name \*' (dropdown), 'Select Course Level \*' (dropdown), 'Course Name \*' (dropdown), 'Intake \*' (text input with '0'), 'Super Numerary Seats \*' (text input with '0'), 'Enrollment \*' (text input with '0'), 'Shift \*' (dropdown), and 'Conduct Mode \*' (dropdown). At the bottom right, there are 'Save' and 'Reset' buttons. A 'Next >>' button is circled in orange at the bottom right corner of the form area.

## 20 Fill Land Information detail then save and Click "Next >>"

The screenshot shows the 'Application Details (Technical College)' form with the 'Land Details' section expanded. The 'Select College' dropdown is set to 'Technical College'. The 'Land Area Situated In \*' dropdown is empty, with a note: '(Land should be in the name of Society/Trust only)'. The 'Land Document Type \*' dropdown is empty. The 'Is Your Land converted to Institution/Education \*' dropdown is empty. The 'Detail of the Land (With Khasra No.): +' section includes: 'Name of Owner of Land \*' (text input), 'Land Area (in Acre) \*' (text input with '0' and a note 'Land area must be at least :'), 'Land Title Certificate(Upload Only pdf.) (Min.Size 100KB) (Max.Size 2MB)\*' (file upload button 'Choose file' and 'No File Chosen'), and 'Land Document(Upload Only pdf.) (Min.Size 100KB) (Max.Size 2MB)\*' (file upload button 'Choose file' and 'No File Chosen' with a note '(Upload first and last page of land registered document)'). At the bottom right, there are 'Save' and 'Reset' buttons. A 'Next >>' button is circled in orange at the bottom right corner of the form area.

## 21 Fill Building Document detail then save and Click "Next >>"

Application Details (Technical College) Save Draft > Application > Application Details

Order No\*  From Date  To Date  Upload Fire NOC Document  No File Chosen

**Current Year Building Safety Certificate Order No. & Order Date:**

Order No\*  Order Date\*  Expiring On\*  Upload Building Safety Document\*  No File Chosen

**Building Photos**

Front View\*  Back View\*  Left Side View\*

Right Side View\*

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## 22 Fill Classroom details then save and Click "Next >>"

Application Details (Technical College) Save Draft > Application > Application Details

Course Details OLD NOC Details Land Information Building Documents **Class Room Details** Other Infrastructure Facility Required Documents

**Class Room Details** Upload File(Only JPEG,JPG)(Min size 100(KB))(Max size 2(MB))

Course\*  Room No.\*  Width (Sq. meter)\*  Length (Sq. meter)\*  Room Size (Sq. meter)\*

Student Capacity\*  Upload Room Image\*  No File Chosen

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## 23 Fill Other Infrastructure detail then save and Click "Next >>"

Application Details (Technical College) Save Draft > Application > Application Details

Role: College ADITI1210

Progress: Course Details, OLD NOC Details, Land Information, Building Documents, Class Room Details, **Other Infrastructure**, Facility, Required Documents

**Other Infrastructure** Note : Upload only jpg/jpeg/pdf files (Min.Size 100KB to Max.Size 2MB)

Select Other\*  No. of Rooms\*  Minimum Size (Sq. Meter)\*  Upload (PDF/Image)\*

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## 24 Fill all Facility details then Save and Click "Next >>"

Application Details (Technical College) Save Draft > Application > Application Details

Role: College ADITI1210

Progress: Course Details, OLD NOC Details, Land Information, Building Documents, Class Room Details, Other Infrastructure, **Facility**, Required Documents

**Facility Details**

Select Facility\*  Is Available\*

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## 25 Upload Affidavit and Click "Next >>"

The screenshot shows the 'Required Documents' section of the application details form. The breadcrumb trail is 'Application > Application Details'. The role is 'College' and the user is 'ADITI1210'. The progress bar shows steps: 'Is', 'OLD NOC Details', 'Land Information', 'Building Documents', 'Class Room Details', 'Other Infrastructure', 'Facility', 'Required Document', and 'Other Document'. The 'Required Document' step is highlighted. The form contains a text area with the following text: 'Affidavit (on non-judicial stamp paper of amount Rs. 500/-) regarding compliance of all the rules/instructions to be issued in the present and future related to the subject matter of the State Government. \*'. Below the text area is a file upload field with a 'Choose file' button and 'No File Chosen' text. At the bottom right, there are 'Save', '<< Previous', and 'Next >>' buttons. The 'Next >>' button is circled in orange. A blue circle highlights the left sidebar.

Application Details (Technical College) Save Draft > Application > Application Details

Role: College ADITI1210

Progress: Is • OLD NOC Details • Land Information • Building Documents • Class Room Details • Other Infrastructure • Facility • **Required Document** • Other Document

**Required Documents**

Affidavit (on non-judicial stamp paper of amount Rs. 500/-) regarding compliance of all the rules/instructions to be issued in the present and future related to the subject matter of the State Government. \*

Choose file No File Chosen

Save << Previous Next >>

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## 26 Upload other documents, then save and Click "Next >>"

The screenshot shows the 'Other Documents' section of the application details form. The breadcrumb trail is 'Application > Application Details'. The role is 'College' and the user is 'ADITI1210'. The progress bar shows steps: 'Is', 'Land Information', 'Building Documents', 'Class Room Details', 'Other Infrastructure', 'Facility', 'Required Document', 'Other Document', and 'Other Document'. The 'Other Document' step is highlighted. The form contains a 'Document Name \*' field and a 'Select Document\*' field with a 'Choose file' button and 'No File Chosen' text. At the bottom right, there are 'Save', '<< Previous', and 'Next >>' buttons. The 'Next >>' button is circled in orange. A blue circle highlights the left sidebar.

Application Details (Technical College) Save Draft > Application > Application Details

Role: College ADITI1210

Progress: Is • Land Information • Building Documents • Class Room Details • Other Infrastructure • Facility • Required Document • **Other Document** • Other Document

**Other Documents**

Document Name \* Select Document\*

Choose file No File Chosen

Save << Previous Next >>

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## 27 Fill staff details then save and Click "Next >>"

Application Details (Technical College) Save Draft > Application > Application Details

PF Deduction :  
 Yes  No

**Add Educational Qualification Details**

Qualification *	Stream/ Subject *	University/ Board/ Institution *	Passing year *	Marks in Percentage/Grade *	Upload Document
--Select--			--Select--		Choose file No File Choo...

+ Add Save Reset

**Staff Details**

Total	Non Teaching	Teaching
0	0	0

S.No.	Image	Personal Details	Dates	Post & Service	PF/Research Guide	Action
-------	-------	------------------	-------	----------------	-------------------	--------

<< Previous Next >>

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## 28 Fill Hostel details then save and Click "Next >>"

Application Details (Technical College) Save Draft > Application > Application Details

Progress: Room Details Other Infrastructure Facility Required Document Other Document Staff Details Academic Information Hostel Details

**Hostel Details** Note : Upload only webp/jpg/jpeg/pdf files (Min.Size 100KB to Max.Size 2MB)

Is Hostel \*  
 Yes  No

<< Previous Next >>

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## 29 Click "Save Draft"

Application Details (Technical College)

Role: College

ADITI1210

Save Draft

Application > Application Details

Hostel Room Details • Other Infrastructure • Facility • Required Document • Other Document • Staff Details • Academic Information • Hostel Details

Hostel Details

Note : Upload only webp/jpg/jpeg/pdf files (Min.Size 100KB to Max.Size 2MB)

Is Hostel \*

Yes  No

<< Previous Next >>

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## 30 Click "Proceed To NOC"

Application List

Application List

Search Here

Proceed To NOC

Action	Sr. No.	Society Name	College Application No.	College Name	Department Name
	1	1234    VASHISTA BHATI	2023-2024/4527	ABCD	Department Of Technical Education
	2	1234    VASHISTA BHATI	2023-2024/4528	DCBA	Department Of Technical Education
	3	1234    VASHISTA BHATI	2023-2024/4532	fsg	Department Of Technical Education
	4	1234    VASHISTA BHATI	2023-2024/4533	zvzsd	Department Of Technical Education

### 31 Click "Apply Noc"

Action	Sr. No.	Society Name	College Application No.	College Code	College Name	De
Noc is already process	1	1234    VASHISTA BHATI	2023-2024/4527		ABCD	De
Noc is already process	2	1234    VASHISTA BHATI	2023-2024/4528		DCBA	De
<a href="#">Apply Noc</a>	3	1234    VASHISTA BHATI	2023-2024/4532		fsg	De
<a href="#">Apply Noc</a>	4	1234    VASHISTA BHATI	2023-2024/4533		zvzsd	De

### 32 Click the "NOC" field.

Role College

#### Apply Noc

TNOC/ PNOC प्राप्त वे संस्थाएं ही जिन्हें किसी भी प्रकारण हेतु NOC की आवश्यकता नहीं है केवल वे ही INSPECTION FEE मद पर क्लिक करें। केवल INSPECTION FEE मद पर आवेदन करने पर संस्था के किसी भी NOC संकेगा। जिसके लिए संस्था स्वयं जिम्मेदार होगी।

College\*  
zvzsd

Application Type\*  
 NOC

**Disclaimer:**

1. Submit your application with appropriate option like- new course, new subject, tnoc, pnoc.
2. Once the application is submitted you have to print challan or download.
3. Once you did the payment you need to upload proof of payment (receipt) from applied noc, [Upload Receipt](#)
4. Note: here only those subjects or courses will be visible for which draft is complete.
5. If NOC is for name change, location change, merger, coed to girl please fill details in [College Amendment](#)

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33

Select the required NOC types and fill the required details accordingly.

The screenshot shows the 'Apply Noc' form. At the top right, the role is set to 'College' and the user is 'ENGRGHITAIANS'. The form title is 'Apply Noc' with a breadcrumb 'Entity > Apply Noc'. The 'College' dropdown is set to 'zvzsd' and 'Application Type' is set to 'NOC'. There are three columns of checkboxes for application types: 'Application Apply For', 'Closure of Institute', and 'Change of Site / Location'. The 'Change of Site / Location' checkbox is highlighted with an orange circle. Below these is an 'Upload Document' section with a file upload button and a text area for 'Existing Letter of EOA'. At the bottom left, there is a copyright notice: 'Copyrights © 2023-24 All Rights Reserved.'

34

Click "Preview Application"

The screenshot shows the 'Apply Noc' form with a table at the top. The table has columns: 'Sr.No.', 'Programme Name', 'Course Level', 'Course', 'Intake', 'Update Intake', and 'Action'. Below the table is the 'Upload Document' section with a file upload button. There is a checkbox for 'I accept terms & conditions.' and a 'Disclaimer' section with five numbered points. At the bottom right, there are three buttons: 'Apply Noc', 'Reset', and 'Preview Application'. The 'Preview Application' button is highlighted with an orange circle. At the bottom left, there is a copyright notice: 'Copyrights © 2023-24 All Rights Reserved.'

### 35 Click "Apply Noc"

Role: College

Entity > Apply Noc

Sr.No.	Programme Name	Course Level	Course	Intake	Update Intake	Action
--------	----------------	--------------	--------	--------	---------------	--------

**Upload Document**

Existing Letter of EOA : (Only pdf/image file, (Min size 100(KB))(Max size 2(MB)) \*

Choose file No File Chosen

I accept terms & conditions.

**Disclaimer:**

1. Submit your application with appropriate option like- new course, new subject, tnoc, pnoc.
2. Once the application is submitted you have to print challan or download.
3. Once you did the payment you need to upload proof of payment (receipt) from applied noc. [Upload Receipt](#)
4. Note: here only those subjects or courses will be visible for which draft is complete.
5. If NOC is for name change, location change, merger, coed to girl please fill details in [College Amendment](#)

Apply Noc Reset Preview Application

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### 36 Click "Add FDR"

View Apply Details	2	1234    VASHISTA BHATI	DCBA	Department Of Technical Education
Preview Application				
View FDR				
Add Offline Payment Details				
View Apply Details	3	1234    VASHISTA BHATI	zvzsd	Department Of Technical Education
Preview Application				
Delete				
Add FDR				
Add Offline Payment Details				

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### 37 Fill required details and Click "Save"

Apply Noc Details

Apply Noc List

Add FDR Details For (\*) Fields is compulsory

FDR Amount for (zvzsd) : ₹ 500000.00

Bank Name \* Branch Name \* IFSC Code \*

FDR Number \* FDR Amount\* FDR Date \* (dd-mm-yyyy)

Period of FDR (Years)\* FDR Expiry Date \* (dd-mm-yyyy) FDR Document (Only pdf file) Min Size 100(KB) Max Size 2(MB) \*

Choose file No File Chosen

Close Save

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### 38 Click "Add Offline Payment Details"

View Apply Details	2	1234    VASHISTA BHATI	DCBA	Department Of Technical Education
Preview Application				
View FDR				
Add Offline Payment Details				
View Apply Details	3	1234    VASHISTA BHATI	zvzsd	Department Of Technical Education
Preview Application				
Delete				
Add FDR				
Add Offline Payment Details				

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### 39 Fill Demand draft details

**Payment information**

**+ Add Offline Payment \***

Select Mode of Payment \*  Bank Name \*  Amount(INR) \*  Date of Issuance \*

Date of Expiry \*  Upload DD/BC Transaction Receipt

**Offline Payment Details**

Sr.No.	Department	College	Bank Name	Payment Mode	Amount	Date of Issuance	Date of Expiry	Transaction Receipt	Action


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### 40 Click "Preview Application"

Sr.No.	Department	College	Bank Name	Payment Mode	Amount	Date of Issuance	Date of Expiry	Transaction Receipt	Action
3	Department Of Technical Education	1234    VASHISTA BHATI	fsg						View Apply Details Preview Application Delete Add FDR Add Offline Payment Details
4	Department Of Technical Education	1234    VASHISTA BHATI	zvzsd						View Apply Details Preview Application Delete Add FDR

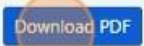
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**41** Click this button field.

Role  

 ENGROHITJAIN5 ▾

Application > Application Summary



N5

le Number :

President Email ID :

State :

You Registered) :

Date Of Registration :